

Reports

Reports Available

You have the ability to run the following reports:

SCPRS User Reports
Contract Reports

Note: For other reports that are not available here, contact the SCPRS Administrator at scprsadministrator@dgs.ca.gov for assistance.

How to run SCPRS User Reports

Follow the steps below to run a SCPRS User Report:

Step	Action
1	While at the SCPRS Main Menu, click on the Reports link on the left side of the screen.
2	Select the link SCPRS User Reports
3	This report lists the user and contracts they have entered into SCPRS.
4	Click on the name of the user you want to view. Contract details will display.

How to run Contract Reports

There are a number of criterions you can use to run specific reports from contracts registered in the system. Follow the steps below:

Step	Action
1	While at the SCPRS Main Menu, click on the Reports link on the left side of the screen.
2	Click on Contracts Reports link.
3	The report screen appears displaying all the fields available for you to search by. Enter the data you want to search by.
4	Now select how you want to view the report. 1) List (displays a column list of contracts) 2) Summary (displays a brief summary of the contracts) 3) Detail (displays a complete detail of every field entered for this contract)

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Reports, Continued

Report Format You will need to determine if you want to:

- 1) View the report on screen
- 2) View the report in excel spreadsheet
- 3) View as text only

Select the radio button next to the desired format

Get Report Click on **Get Report** once you have determined how you want the report to be run. This may take a few minutes.

Printing Reports Once you have displayed the report, you can print as you would any other document. Select **File** menu option and **Print**.

Log Off and System Time Outs

How to Log Off From anywhere in the system, you can log off by clicking on **Log Off** on the left side of the screen.

You will be informed that you are attempting to log off, and if you still desire to log off, click on the X (close) in the upper right hand corner.

System Time Out The system automatically times out after 25 minutes of non-use. You will then be automatically timed out and will have to log back in again.

User Guide and FAQ's

Accessing the User Guide

The User Guide is your source of “Help”. It provides you with up to date information utilizing SCPRS. There are a number of ways to view the User Guide:

- 1) Click on **User Guide** on the left side of the screen
- 2) While viewing any of the field descriptions, the User Guide is available.

Once you have accessed the User Guide, select the various sections that you want to view. You can down load the document using the links at the bottom of the screen, or simply view.

FAQ's

The Frequently Asked Questions is a great reference resource. Many of your questions have been addressed here, so it is a good idea to read through them. The FAQ's are available at <https://www.scprs.dgs.ca.gov>. The FAQ link is on the left side of the screen.

Training and Support

On-Line Training

On-Line training is available at <https://www.scprs.dgs.ca.gov> then select the medium you want to use.

- 1) Media Player
- 2) Power Point

If you do not have access to either one of these options, you can request a copy of the training material by contacting us at scprsadministrators@dgs.ca.gov.

Support

Help is available the following two ways:

- 1) Help Desk line is (916) 376-1966
 - 2) Email us at: scprsadministrators@dgs.ca.gov
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